

INVITATION FOR APPOINTMENT OF CHARTERED  
ACCOUNTANTS FIRM FOR DIRECT AND INDIRECT  
TAXATION MATTERS OF WEBEL TECHNOLOGY  
LIMITED

**Last date for submission of application : 20.01.2019**

**WEBEL TECHNOLOGY LIMITED**  
**(A Govt. of West Bengal Undertaking)**  
**Plot-5, Block-BP, Sector-V, Salt Lake,**  
**Kolkata:-700091**

Webel Technology Limited is a 100% subsidiary unit of West Bengal Electronics Industry Development Corporation Limited (a Government of West Bengal Undertaking) . It is the IT arm of GoWB, incorporated in the year 2001. Webel Technology Limited has recently been selected as the State Nodal Agency and State Implementing Agency for e-Governance initiatives for the State of West Bengal. The company is engaged in catering services to the various government departments, PSUs, Statutory Bodies, Autonomous Bodies etc. in the area of IT and ITeS. Since inception the is a profit making unit having an average annual turnover of Rs.150 crore.

Sealed offers are invited from reputed firms of Chartered Accountants for contractual engagement of a Tax Consultant of the company on monthly retainer-ship basis both for Direct and Indirect Taxation matters. Initially the appointment will be for one year subject to renewal of the contract depending upon performance. The job may be split into two categories, one for Direct Tax and the other for Indirect Tax and the job may be awarded to two different Firms. Hence there should be two Price Bid, one for Direct Tax and another for Indirect Tax.

<b>Brief description of work</b>	<b>Application fees (Rs)</b>	<b>Last date and time of submission of application</b>
Tax Consultant for Direct & Indirect Taxation matters	Rs.1000/- ( Per applicant) in the form of Demand Draft in favour of Webel Technology Limited payable at Kolkata	20.01.2019 (at 16.00 hrs)

## **SECTION – A**

### **SCOPE OF WORK**

The selected Firm is required to handle day to day taxation matters of the company both for Direct and Indirect Taxation. Job responsibilities include ascertainment of monthly tax liability, estimation and tracking of tax Returns, organize and update tax data base, recommend for tax strategies, prepare necessary paper work for Return filing and record keeping, liaise with Tax Authorities, to update the company on changes in tax regulations, follow up with pending cases at various Forums and other associated jobs. Detailed job description are as follows :

#### **I. Direct Tax**

- To look after the strict compliance of the Direct Taxation matters of the Company on monthly / quarterly / annual basis as per requirement of law which includes Income Tax, TDS & other related matters as applicable to the Company.
- To ascertain and ensure timely payment of Taxes including Advance Tax payment, TDS, Income Tax etc..
- To ensure Filing of Income Tax Return before due date as per statute.
- To ensure filing of TDS Returns as per statute.
- Generation of TDS Certificates and reconciliation with books of account.

- To follow up and expedite regular Income Tax assessment both for the current year as well as pending assessments of previous years.
- Settlement of pending disputed demands/ disposal of petition filed under various adjudicating authorities with respect to different assessment years.
- Appear before the competent authority on behalf of the company on the issues related to assessment and pending cases.
- To update and inform about latest changes in law / statutory compliances, suggest strategies enabling us to take appropriate action in advance.
- Any other work related to Direct Taxation matter

## **II. Indirect Tax**

Pending VAT / CST Related issues for all locations :

- To look after pending cases and compliances, appear before the Tax Authority for pending assessment or as and when required.
- Any other work related to this job.

Pending Service Tax related issues :

- To look after pending cases and compliances, appear before the Tax Authority for pending assessment or as and when required.
- Any other work related to this job.

GST related matters :

- Examination and verification of Sales Invoices, as well as Purchase Invoices on monthly basis to ascertain the correctness of taxable amount, applicable rates and available input tax credits etc.
- Ascertainment of tax liability and preparation of tax payment formalities on monthly basis.
- Submission of Return as per statute
- To appear before the Tax Authority at the time of assessment or as per requirement of the situation
- Ascertainment of GST TDS Liability and payment thereof, submission of GST TDS Return as per statute
- E-Waybill related compliances
- To update and inform about latest changes in law / statutory compliances, suggest strategies enabling us to take appropriate action in advance
- Any other work related to this job

## **SECTION –B**

### **ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER**

Criteria to be considered for selection of the firms of Chartered Accountants-

- 1 The Firm must have a minimum of 2 ( two) Partners holding full time Certificate of Practice of whom at least one should be proficient in Direct and Indirect Taxation matter with at least 2 (two) full time professionally qualified paid staff
2. The firms shall have a minimum of 10 years of experience in dealing with Direct and Indirect Taxation matters.
3. Turnover of the Firm should be above Rs.1.00 Crore p.a. in last three financial years
4. Currently, the firms must have the assignments in Taxation matters of at least 3

(Three) companies having turnover exceeding Rs.10.00 crore for each of such clients.

5. The firm must have a valid registration number as issued by the Institute of Chartered Accountant of India.
6. The firm should have all statutory clearances in place.

**In absence of any one of the above, the offer will be treated as non-responsive and will be summarily rejected.**

## **SECTION – C**

### **INSTRUCTION TO APPLICANTS**

**Interested Chartered Accountant Firms are required to submit their technical and commercial proposal in two separate envelopes as per instructions given below :**

The Firm shall seal and mark various parts of the proposal as follows :

- A) Technical Bid in one envelope super-scribed with words :**

**“Technical Bid for appointment of Tax Consultant for Webel Technology Limited”** along with Demand Draft of Rs.1000/-

- B) Financial Bid in two parts in one envelope super-scribed with words :**

**“Financial Bid for appointment of Direct Tax Consultant for Webel Technology Limited”**

and

**“Financial Bid for appointment of In-Direct Tax Consultant for Webel Technology Limited”**

- C) All the envelopes shall be sealed in a covering envelope super-scribed with the words**

**“Technical Bid and Financial Bid for appointment of Tax consultant for Webel Technology Limited”**

The sealed envelope as mentioned in “C” above should be addressed to the **Chief Executive Officer, Webel Technology Limited, Plot -5, Block-BP, Sector-V, Salt Lake, Kolkata-700 091** through speed post / courier or be dropped personally within the stipulated date and time. Late submission of Bid will not be accepted.

## **TECHNICAL BID**

The Technical Bid should consist of the following documents:

1. Proposals submission cover letter on the letterhead of the firm clearly indexing the enclosures.
2. Detailed profile of the Firm and Registration No. of the firm as provided by ICAI.
3. Details of Experience of the firm in Taxation
4. Details of the Partners viz. name, qualification, membership no. and experience in dealing with taxation matters (i.e. name of organization served, capacities in which worked, nature of job done, No. of years served in each capacity, experience as practicing Tax Consultant etc.)
5. Details, qualifications and experience of full time paid qualified and non-qualified staff being in continuous employment of the Firm
6. Copies Acknowledged Income Tax Return of the last 3 preceding financial years to be submitted.
7. Proof of assignments as tax consultant.
8. Copy of PAN Card, GST Registration ID, Professional Tax Certificate and Firm's Registration Certificate. The Firm should operate in the same name and style at least for the last three years.
9. Demand Draft of Rs.1,000/- (Rupees one thousand) in favour of Webel Technology Limited payable at Kolkata
10. WTL reserves the right to accept or reject any or all the applications without assigning any reason thereof.

## **FINANCIAL PROPOSAL**

Financial Bid to be submitted in a separate sealed envelope as mentioned in "B" above in the prescribed format as per Annexure-1. Selection of the Firm will be done on L-1 price among technically qualified bidders. The job may be split into two categories, one for Direct Tax and the other for Indirect Tax and the job may be awarded to two different Firms based on individual L-1 price or it may be awarded to a single Firm based on overall L-1 price for both Direct and Indirect Taxation matters.

## **SECTION-D**

### **TERMS AND CONDITIONS**

#### **(i) Schedule of the application**

The application document shall be submitted on or before 20.01.2019, at 16.00 Hrs. to The Chief Executive Officer, Webel Technology Limited, Plot-5, Block-BP, sector-V, Salt Lake, Kolkata-700 091.

**(ii) Clarification regarding application document**

A prospective Bidder requiring any clarification about the application document and scope of work may contact Mr. Rupak Roy, Manager (Finance), Mobile No. 9007881238, e-Mail : rupak.roy@wtl.co.in

**(iii) Awarding of Contract**

Short listed Firms fulfilling the eligibility criteria and on successful completion of the Techno Commercial Bidding evaluation will be required to make a Presentation on their credentials before the Selection Committee of the Company.

The Selection Committee thereafter will decide upon the Firms whose Financial Bids will be opened. The Firm offering the lowest Bid among such shortlisted Firms will be selected for appointment.

**(iv) Proposal Currency**

Prices shall be quoted in **Indian Rupees as in the Financial Bid.**

**(v) Period of Validity of Proposals**

The price offers as in the Financial Bid shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of **180 Days** from the date of opening of the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will remain unaltered irrespective of any reason.

Variation in statutory rates of taxes and duties as levied by the Government on professional services will however be reflected for both reduction and escalation.

**(vii) Late Proposals**

Any proposal received by Webel Technology Limited after the deadline for submission of proposals, as referred above **shall not be accepted.**

**(vii) Payment terms**

Payment will be made on monthly basis on submission of bills in duplicate

**(viii) Deduction of Tax at Source.**

Deduction of all statutory and necessary Tax from each bill will be made as per Government Rules prevailing at the time of payment. The Company will issue necessary tax deduction certificate in due course of time.

**(ix) Delivery**

Quarterly report to be submitted to the Chief Executive Officer with regard to the fulfillment of statutory compliances on Direct & Indirect Taxation matters of the company.

**(x) Price**

- A) Price should be quoted in Indian rupees as per format of Annexure-1
- B) Price quoted should be firm.
- C) Percentage / specified amount of taxes & duties should be clearly mentioned otherwise Webel Technology Limited reserves the right to reject such offer.
- E) The total cost of the entire job should be inclusive of all prices as mentioned in the enclosed Price Bid format.
- F) No extra cost, other than that mentioned in Price Bid would be taken into account

**(xi) Disputes and Arbitrations**

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Chief Executive Officer of Webel Technology Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. The arbitration shall be held in Kolkata only.

**ANNEXURE-1**

**FINANCIAL BID (Bidders have to submit the price bid strictly in this format , otherwise the bid will be rejected)**

Ref . No.

Date :

**Tender for Appointment of an audit firm -----**  
**----- Ref. No. -----Dated ----- .**

To,  
The Chief Executive Officer ,  
Webel Technology Limited  
Plot-5, Block-BP, sector-V, Salt Lake,  
Kolkata-700 091

Dear Sir,  
In response to the above , we offer our price as below :-

Sl. No	Job Description with HSN / SAC Code	Amt (Rs)	CGST (%)	CGST Amt. (Rs)	SGST (%)	SGST Amt. (Rs)	IGST (%)	IGST Amt (Rs)	Total Amt (Rs)

GRAND TOTAL –

(GRAND TOTAL INWARDS)

(Signature and Seal of Authorised Signatory)

